

FLEET SERVICE MECHANIC

GRADE: 11

FLSA: NON-EXEMPT

CHARACTERISTICS OF CLASS:

The Fleet Service Mechanic performs semi-skilled mechanical work of a reoccurring nature servicing and performing minor repairs of municipal vehicles and equipment. This position may serve as an apprenticeship to the Fleet Mechanic assisting the mechanic on occasions when repairs require more than one person. Work involves the responsibility of servicing vehicles and equipment within prescribed procedures. The position requires regular personal contacts within the department and periodic contacts with other department personnel when discussing servicing needs or contact with the equipment parts suppliers when obtaining parts for the Motor Vehicle Maintenance Department. Work is performed regularly with light to medium weight materials (up to 60 lbs.) and occasionally with heavy weight materials normally in difficult work positions for continuing periods. Working conditions involve regular exposure to disagreeable elements and occasional exposure to hazards or conditions which could result in serious injury. All work is performed under the supervision of the Fleet Maintenance Supervisor; however, direction may be provided by Fleet Mechanics during apprenticeship work.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLE OF DUTIES:

- Changes all filters and lubricates automobiles, heavy trucks, earth moving and mechanical equipment.

- Performs oil changing on engines, transmissions, differentials and hydraulic systems.
- Inspects, cleans or replaces all air and fluid filters.
- Inspects brake systems, engines, transmissions and chassis components for wear, including checking for worn, damaged or defective hoses, belts, wires or cables.
- Performs minor maintenance and repairs.
- Assists Fleet Mechanic in more complex repairs.
- Performs road service and, if necessary, tows vehicle back to shop.
- Changes and repairs tires.
- Maintains shop supplies and picks up parts as needed.
- Follows service procedures that either meet or exceed manufacturers' recommendations.
- Performs timely servicing, as assigned, of all automobiles, trucks, equipment and machinery.
- Ensures that all safety procedures are followed.
- Performs related work as assigned.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from high school and one year's experience in the servicing and maintenance of equipment or heavy trucks. Possession of a valid motor vehicle operator's license in accordance with the State of Maryland Commercial Driver's License (CDL) requirements.

Preferred Knowledge, Skills and Abilities:

- Knowledge of the standard practices and tools of the automotive trade.
- Knowledge of the basic operation of an internal combustion engine.
- Knowledge of basic automotive electrical components.
- Knowledge of the occupational hazards and safety precautions of the automotive trade.
- Ability to use the normal mechanic's tools used in the automotive service and maintenance trade.
- Ability to understand and follow oral and written instructions, service charts and maintenance manuals.
- Ability to establish and maintain effective working relationships with other employees.
- Ability to perform tasks which normally require lifting up to 60 lbs. on a regular basis and over 60 lbs. on an occasional basis.
- Skill for performing mechanical work including the ability to perform tasks in difficult positions in the presence of disagreeable elements (dust, heat, fumes, cold, noise, vibration, wetness.)